

# MINUTES

DECEMBER 11, 2008

<b>PRESENT:</b> Dan Bryan, Mike Glancy, City of Billings-Airport Fire; Kathy Gibson, Billings Fire; Gary Workman, City of Billings Public Works-Water; Joe Marcotte, Billings Clinic; Kathy Aders, Billings Public Schools, Meridith Cox, BusinessWatch Montana; Greg Neill, ConocoPhillips; Duke Nieskens, County Waters District-Heights; Ron Rosh, DPC; Jeff Ashworth, DXP; Rick Musson, Laurel Police Department; Cliff Haaland, Lutheran Disaster Response; Craig Baum, Montana Highway Patrol; Mike Smith, MSSC; Gerri Apuna, Debbie Hedrick, Judy Watkins, Barbara Schneeman, RiverStone Health; Bill Dugan, St. Vincent; Sheri Centifanto, Pam Sanderson, United Way; Ron Glass, YARES; Mark McGinley, 83 <sup>rd</sup> CST; Dave Underwood, Center for National Response; and Oscar Heinrich.		
<b>INTRODUCTIONS</b>		
<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION STEPS / FUTURE EVENTS</b>
<b>MINUTES</b>	Minutes from the previous meeting approved as distributed. [ASHWORTH/HEDRICK]	
<b>FINANCIAL REPORT</b>	<p><b><u>QUARTERLY FINANCIAL REPORT</u></b> [JIM KRAFT]            Balance in account - \$24,472.15. However \$7861.16 belongs to the EOC communications grant that are just pass thru funds. So the actual LEPC <b><u>balance is \$16,610.99.</u></b></p> <p>Most of the expenditures for the last quarter have been related to the grant – only two actual LEPC expenditures were \$169.05 to MSSC for meals at the hazmat conference in March and \$500 for meals at the JIC training lunch. No revenue reported.</p>	Next report due March 2009
<b>COMMITTEE REPORTS</b>	<p><b><u>EXERCISE DESIGN COMMITTEE:</u></b> [JEFF ASHWORTH, CHAIR]            Jeff reported that planning for upcoming exercises in 2009 will begin in earnest after the 1<sup>st</sup> of the year. A total of 5 exercises (4 within this area) have been proposed.</p> <p><u>CST (CIVIL SUPPORT TEAM) Exercise:</u> December 9-11. The proposed 3-day exercise was shortened to a 2-day event because of an approaching winter storms. Training occurred in Laurel; the MetraPlex facility and the City's Waste Water Treatment Plant. Many thanks to those facilities for the use by the teams.</p> <p><u>EARTHQUAKE:</u> Epicenter in the Columbus area/potential future exercise.</p> <p><u>POSTAL SERVICE DRILL:</u> More information to follow from Rae Ann</p> <p><u>JOINT REGIONAL HAZMAT TEAM EXERCISE</u> [BILLINGS/BOZEMAN]: Still in the planning stages.</p> <p><u>VIGILANT GUARD EXERCISE,</u> September 09/Helena: Joint force exercise. Five teams to be invited. More to follow at a later date.</p>	
	<p><b><u>GRANTS COMMITTEE</u></b> [DIANNE LEHM, CHAIR]            Dianne was unable to attend. Joe reported that Jim Kraft has indicated that he will be taking the HMP grant request forward. The funding from this grant would be used to hire an outside contractor to</p>	

	<p>complete the pre-disaster mitigation plan update.</p> <p>At this time, no one was aware of any other grant opportunities. The Hospitals are once again in line for HERSA funding with a deadline of December 31, 2008.</p>	
	<p><b><u>CAER/CITIZENS CORPS</u></b> [PAM SANDERSON, CHAIR]          Pam reported that funding from United Way – Vista Volunteer Program has been secured for another year and she was happy to report that Sheri Centifanto would be with them for another year...</p> <p>Map Your Neighborhood: Pam introduced Oscar Heinrich. Oscar volunteered his neighborhood as the pilot for the Map Your Neighborhood.</p> <p>Ready.gov 'Resolve To Be Ready' Campaign.</p> <p>Disaster support groups/volunteer organizations. Pam reported that she and Jim Kraft are planning to put together a 'source book' of volunteer organizations.</p>	
	<p><b><u>UNIFIED HEALTH COMMAND</u></b> [DEBBIE HEDRICK]          Debbie reported that the UHC did not meet in the month of November and the regularly scheduled meeting for December falls within the Christmas holiday so they will not be meeting in December. The next meeting is scheduled for January 23, 2009.</p> <p><b><u>IMMUNIZATION GRANT PROGRAM.</u></b> Purchased t-dap vaccines with the grant fund which they will be offering free of charge to emergency responders. Vaccines are still available free to responders; please contact RiverStone Health @ 247-3357 for more information.</p>	
<b>COMMITTEE REPORTS</b>		
	<p><b><u>MEDICAL RESERVE CORPS</u></b> [GERRI APUNA]          Debbie Hedrick reported that Pam Sanderson has been asked to take over the recruitment of volunteers within the Medical Reserve Corps.</p> <p>The State of Montana is developing a list of individual with core or key medical skills, however to her knowledge; the volunteer program doesn't have any umbrella liability plan associated with the deployment of those volunteers.</p>	
<b>COMMITTEE REPORTS</b>	<p><b><u>CONFERENCE COMMITTEE</u></b> [PAUL HUTTER]          Update on the upcoming Safety Conference: Keynote speakers confirmed. They are:</p> <ul style="list-style-type: none"> <li>❖ Dr. Robert Chandler, Pepperdine University - Crisis Communication</li> <li>❖ Frank McAllister, Stillwater Mine - Stillwater's New Safety Initiative</li> <li>❖ Eric Burton, Marine Corp F-18 Pilot and Top Gun Instructor.</li> </ul> <p>Keynote and hospitality and vendor time Thursday evening.</p> <p>Letters of confirmation have been sent out to all presenters: Ninety-eight (98%) of presenters have confirmed their participation.</p> <p>Eighty-eight (88) sponsor letters have been sent out. Bryan Peterson and Dave Krueger of AE will be following up with telephone calls. Sponsors confirmed:</p> <ul style="list-style-type: none"> <li>• Brentag Pacific</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hoiness LaBar Insurance</li> <li>• Warren Transport</li> <li>• Hanser Automotive &amp; Wreckers</li> <li>• PPL Montana</li> <li>• Victory Insurance</li> <li>• Stillwater Mining Company</li> <li>• EBMS</li> <li>• ConocoPhillips</li> <li>• First Interstate Bank</li> </ul> <p>Sixty-three (63) vendor letters were sent out. Paul Hutter will be making follow-up telephone calls. Vendors confirmed:</p> <ul style="list-style-type: none"> <li>• Kenco Security</li> <li>• National Weather Service</li> </ul> <p>New arrangements for vendor in HI ballroom have been made. Specific times set aside with programs to focus on vendors.</p> <p>Black &amp; white tri-fold brochure to be mailed by December 1<sup>st</sup> to participates with a full-color brochure to be mailed the week of January 2, 2009.</p> <p>Door prizes and prizes for completed vendor exhibitor cards to include a grand prize of a guided fly-fishing tip.</p>	
	<p><b><u>COMMUNICATIONS COMMITTEE</u></b> [PATRICK O'NEIL, Chair]</p> <p>Contact Patrick for more information: <a href="mailto:Patrick.oneil@svh-mt.org">Patrick.oneil@svh-mt.org</a> or 237-3665</p>	
	<p><b><u>BIG SKY 11 CONSORTIUM</u></b> [JIM KRAFT]</p> <p>Attended a meeting this week. It was announced that the state has rejected all three sites – Billings (County Courthouse), Miles City, and Glendive for the Eastern Zone Master Controller for the statewide radio system. It's back to the drawing board and they want to look at other sites and have a deadline of July 1, 09 to commit to a site. I'm still working on getting leases to the Dunn Mtn site and the Greeno Hill site. The Project Directors are working on a draft Sustainability Plan in order to maintain the entire microwave system statewide. The big controversy is trying to figure out who pays and how much.</p>	
	<p><b><u>TRAINING SUBCOMMITTEE</u></b> [JOE MARCOTTE, ACTING CHAIR]</p> <p>A Chair of the Training Subcommittee is still needed.</p>	
<b>OLD BUSINESS</b>	<p><b><u>NEWS RELEASE PROTOCOL FOR LEPC EXERCISES</u></b></p> <p>Nothing new to report.</p>	
	<p><b><u>BANNERS –ANNOUNCING LEPC TRAINING IN PROGRESS</u></b></p> <p>Pam reported that there are approximately 20 - small banners/printed in black &amp; white announcing ... 'Exercise in Progress' available. Jim Kraft will find a place to store the banners so that they are readily available for future LEPC related exercises.</p>	

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

JANUARY 8, 2009

<b>NEW BUSINESS</b>	<p><b><u>ELECTION OF OFFICERS FOR 2009</u></b></p> <p>Chair: Joe Marcotte  Vice-Chair: Rick Musson  Treasurer: Jim Kraft  Secretary: Kathy Gibson</p> <p>The Motion to nominate and approve the above Officers for the LEPC for 2009 was made and approved. [Workman/Ashworth] Unanimous.</p>	
	<p><b><u>BY LAWS 2009 REVIEW</u></b></p> <p>Pam Sanderson submitted changes on behalf of the CAER/Citizens Corps Sub-Committee. Those changes will be made to the current By Laws and a draft will be sent to all LEPC members for review and comment prior to the January 2009 meeting.</p>	Final adoption will take place at the January 8, 2009 meeting.
<b>OTHER BUSINESS</b>		
	<p><b><u>CHEMPACK PROCESS OVERVIEW</u></b> (GERRI APUNA)  Access to the chem. pack is available at anytime. Even though the chem. pack physically resides at the Billings Clinic, the responsibility for the pack is actually the County's. A review of the county maintenance plan is almost complete pending review of licensing/procedures for the transfer of chem. pack to the dispensing agency, etc. It is proposed to have the plan available for review at the January 09 meeting.</p> <p><b><u>FAMILY ASSISTANCE PROCESS</u></b> (Dan Bryan)</p> <p><b><u>DONATION COORDINATION DURING A NATURAL AND/OR MANMADE DISASTER</u></b>  [PAM SANDERSON/JIM KRAFT]</p> <p><b><u>PETS IN TIMES OF DISASTER</u></b> [Jim Kraft/Pam Sanderson]</p>	
	<p><b><u>ANNUAL REPORT – 2008</u></b></p> <p>Joe reported that he received reports from all committee Chairs and hopes to have a draft report available for review at the January meeting.</p>	

There being no other business the meeting was adjourned. The next meeting will be January 8, 2009 – Headquarters Fire Station

Kathy E. Gibson  
Recording Secretary  
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